

ADDENDUM #1 NOTE SEE SHANGES ON THE SECTION 3.12.11, PRICING PAGE AND QUESTIONS & ANSWERS



NOTICE OF SOLICITATION

SERIAL 05189-RFP

REQUEST FOR PROPOSAL FOR: ELECTRONIC DATA BASE PRODUCTS AND SERVICES

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M. [Arizona Time] on **JANUARY 06, 2006** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 05189-RFP REQUEST FOR PROPOSAL FOR ELECTRONIC DATA BASE PRODUCTS AND SERVICES"**.

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Request for Proposal must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED A <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS REQUEST FOR PROPOSAL WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

INQUIRIES:

DAVE LAFOND
PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3248
EMAIL: lafondd@mail.maricopa.gov

THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON DECEMBER 19, 2005, AT 9:00 A.M. [ARIZONA TIME] AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 WEST LINCOLN STREET, PHOENIX, ARIZONA 85003.

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE. THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID

Signature:

Date:

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NO RESPONSE

Respondents not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

MARK OUTSIDE ENVELOPE "SERIAL 05189 -RFP"

Responses must be received by **2:00 P.M. [Arizona Time], January 6, 2006**. Respondents failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL 05189-RFP

TITLE: ELECTRONIC DATABASE PRODUCTS AND SERVICES

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NOT SUBMITTING A PROPOSAL:

_____ Insufficient time

_____ Do not handle product/service

_____ Other: _____

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL

M/WSBE CONTRACT PARTICIPATION

An M/WSBE goal has not been established for Minority/Women-Owned Small Business Enterprises (M/WSBE) for this Request for Proposals.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

REQUEST FOR PROPOSAL FOR: ELECTRONIC DATABASE PRODUCTS AND SERVICES

1.0 INTENT/OVERVIEW:

- 1.1 This solicitation is intended to result in the award of contracts for a wide and comprehensive selection of electronic library-related products and services. These products and services shall be made available, via the internet, to all libraries located within Maricopa County from inside the libraries and via remote customer access. Products and services provided under these contracts will also be assessable for purchase by other libraries throughout the State of Arizona. Respondent's proposals must be based upon unlimited simultaneous access for users.
- 1.2 New contractors may be added to any resultant contract(s) during the term of that contract as appropriate in order to meet the continuing needs of the Library District.
- 1.3 Participating Libraries and Populations Served. (Information is from the 2003-2004 Arizona State Library Statistical Report.)

Table 1.3

	Maricopa County	Arizona (less Maricopa County)	Total for Arizona
Population:	3,396,875	2,232,995	5,629,870
Borrower/Cardholders:	2,228,694	1,118,746	3,347,440
Central Libraries:*	15	84	99
Branch Libraries:	36	68	104
TOTAL Libraries:	51	151	203
Materials Expenditures:	\$12,379,805	\$6,051,137	\$18,430,942
TOTAL Expenditures:**	\$83,769,549	\$45,575,143	\$129,344,692

* Includes the Arizona State Library

** Does not include capital outlays

2.0 SCOPE OF SERVICES:

- 2.1 Current Core Subject Areas (CSA) Sought. (NOTE: Additional CSA's may be added to any resultant contract as funding becomes available.)
 - 2.1.1 Full-Text Periodicals. Full text articles from general periodicals covering a broad range of topics to include business, reference, health, general science, education, current topics, etc.
 - 2.1.2 Newspapers. Complete electronic editions of U.S. newspapers with full text coverage, particularly the inclusion of, but not limited to, Arizona newspapers.
 - 2.1.3 Encyclopedias. General purpose encyclopedias that include coverage of current events, quick references and in-depth research.
 - 2.1.4 Health. Comprehensive resource of up-to-date, full text information relative to consumer health topics, including traditional and holistic medicine, health and wellness.
 - 2.1.5 Business. Reference and research materials for business, including company profiles both, domestic and global.
 - 2.1.6 Homework / Student Support. Information exhibiting balance on all sides of current topical issues and/or on-line tutorials and practice tests in support of student education.
 - 2.1.7 Literature. Critical content, biographical, and bibliographical information on literature and literary figures covering all genres.
 - 2.1.8 Science. General science information including access to full text articles covering the broad range of scientific thought and discovery.

2.1.9 Spanish. Full text access to general interest Hispanic magazines in Spanish.

2.2 Respondents may submit proposals for a selection of CSA's in one (1) or more of the above listed CSA's. Each CSA shall be discussed in a separate sub-section within Respondent's proposal (See Section 3.12).

2.3 **LANGUAGES OTHER THAN ENGLISH**

Spanish language products, or products with the ability to serve Customers in languages other than English, should be addressed for the general population and in all Core Subject Areas as described in Section 2.1. The Respondent's proposal must clearly address each of the Core Subject Areas. Mexican Spanish is preferred, with particular interest in covering indexing, abstracting, and/or full-text to general magazines and newspapers and health information (main-stream as well as alternative).

2.4 **COPYRIGHT**

The Respondent is responsible for legally obtaining copyright to items offered in the products. Copyright fees must be included in any proposed prices.

2.5 **TAX:**

No tax shall be levied against labor. It is the responsibility of the Respondent to determine any and all taxes and include the same in proposal price.

2.6 **DELIVERY:**

Respondent's must demonstrate how they will deliver access to their product(s) / service(s) /site(s) to all users, state-wide.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 **CONTRACT TERM:**

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a ten (10) year period.

3.2 **OPTION TO EXTEND:**

The County may, at their option and with the approval of the Contractor, extend the period of the Contract for additional one (1) year term(s), up to a maximum of fifteen (15) years. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 **PRICE ADJUSTMENT:**

Requests for reasonable price adjustments, if any, must be submitted sixty (60) days prior to the Contract anniversary date, beginning with Year Two of the Contract. Requests for adjustment in cost of service-related labor, copyright, licensing and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

3.4 INDEMNIFICATION:

3.4.1 **Indemnification**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.4.2 **Warranty and Indemnification – Copyright**

Contractor warrants and represents that it has the full right, power and authority to enter into this Contract and to grant the rights granted herein; that it has not previously licensed the interactive multimedia rights to the Material to any third party; and that County's inclusion and use of the Material will not violate any rights of any kind or nature whatsoever of any third party. Contractor shall indemnify and hold harmless County, its successors, assigns and licensees, and the respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fee), arising out of or in any way connected with any breach of any representation or warranty made by Contractor herein.

3.4.3 **Warranty and Indemnification – Use of Internet**

Contractor shall indemnify and hold County harmless from and against any claims, liabilities, damages and expenses, including, without limitation, reasonable attorney's fees relating to or arising out of Contractor's breach of any of its material obligations under this Contract. Contractor shall not be liable for any third party claims based upon or arising from County's negligent operation of the System or for any indirect, incidental or consequential damages arising from the use of or inability to use the System attributable to County's negligence, provided that Contractor is not also negligent.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may/shall be considered non-responsive and not eligible for award consideration.

3.6 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Respondents without this capability may/shall be considered non-responsive and not eligible for award consideration.

3.7 SCHEDULE OF EVENTS

Request for Proposal Issued: December 8, 2005

Mandatory Pre-Proposal Conference: December 19, 2005

Deadline for written questions (72 hours after Pre-Proposal Conference). No questions will be responded to prior to the Pre-Proposal Conference. All questions must be submitted to dlafondd@mail.maricopa.gov and be received by December 22, 2005, nlt 2:00 P.M. Arizona time. All questions and answers will be posted to www.maricopa.gov with the original solicitation.

Deadline for submission of proposals is 2:00 P.M., MST, on **JANUARY 6, 2006**. All proposals must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, Arizona 85003.

Proposals Due:	January 6, 2006
Proposed Respondent demonstration: (if required)	January 25~26, 2006
Proposed selection and/or negotiation:	January 30, 2006
Proposed award of Contract:	February 10, 2006

All responses to this solicitation become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Respondent by parties other than the County.

3.8 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone or email inquiries shall be addressed to:

Dave LaFond, Procurement Consultant, 602-506-3248
(lafonddd@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed-up in writing. No oral communication is binding on Maricopa County.

3.9 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Respondents are to provide one (1) original hard copy (labeled) and four (4) copies of their proposal, plus two (2) electronic copies on CD-ROM. **Respondents are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management
320 W. Lincoln St.
Phoenix, AZ 85003**

**SERIAL 05189-RFP
ELECTRONIC DATA BASE PRODUCTS AND SERVICES**

Proposals must be signed by an owner, partner, or corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.10 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of this solicitation and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception. The Respondent will list these exceptions in the Best and Final Proposal under the heading, "Exception to the Solicitation, SERIAL 05189-RFP." **Exceptions that surface elsewhere and that do not also**

appear under the heading, “Exception to the Solicitation, SERIAL 05189-RFP,” shall be considered invalid and void and of no contractual significance.

The County reserves the right to reject, render the proposal non-responsive, enter into negotiations on any of the Respondent exceptions, or accept them outright.

3.11 GENERAL CONTENT:

3.11.1 The proposal should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of product(s) and service(s) [e.g. site(s) and system(s)] being proposed.

3.11.2 The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this solicitation but should outline any additional services and their costs if the Respondent deems them necessary to provide the services sought.

3.12 FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all proposals follow the same general format. Proposals shall not exceed 200 pages or 20 pages per CSA. The proposals are to be submitted in 11 font, single-sided pages in three-ring binders and have sections tabbed as below:

3.12.1 Table of Contents.

3.12.2 Letter of Transmittal (Exhibit 2).

3.12.3 Executive Summary – This section shall contain an outline of the Respondent’s proposed product(s) [e.g. site(s) and / or system(s)].

3.12.4 Proposal – This section shall contain a description of the Respondent’s product(s) [e.g. site(s) and / or system(s)] being proposed. Proposals should be all-inclusive, detailing Respondent’s best offer. Each CSA shall be addressed under a separate tab within this section.

3.12.5 Qualifications – This section shall describe the Respondent’s ability, length of time involved in this specific market and specific experience related to the proposed product(s) and/or service(s).

3.12.6 Respondent’s Licensing / Use Agreement(s). (NOTE: Respondent’s licensing / use agreements will be negotiated, then if agreed upon, will be incorporated into and will become part of any resultant contract.)

3.12.7 Proposal exceptions. (NOTE: An excessive number of Respondent exceptions to the solicitation may cause the Respondent’s proposal to be determined non-responsive.)

3.12.8 Pricing (Attachment “A”). [NOTE: Pricing shall be provided as a percentage off Respondent’s published price list(s). Variable percentage discounts shall not be acceptable. County will accept firm percentage discounts only.]

3.12.9 Agreement (Attachment “B”).

3.12.10 References (Attachment “C”).

3.12.11 If Respondent has a ‘Trial Site’ available, the address should be included to allow the Evaluation Committee to view it.

3.13 EVALUATION OF PROPOSAL – SELECTION FACTORS:

A Proposal Evaluation Committee shall be appointed and chaired by the Procurement Officer of this solicitation to evaluate each proposal and make a recommendation as to whom they deem to be the successful Respondent. At the County's option, Respondents may be invited to provide a demonstration of their particular product(s) and / or system(s) for the Evaluation Committee. Negotiations, as necessary will be conducted with all acceptable Respondents. Proposals will be evaluated on the following criteria which are listed in descending order of importance.

3.13.1 Content of Respondent's Product(s) [e.g. site(s) and system(s)].

3.13.2 Ease of customer access to of Respondent's Product(s) [e.g. site(s) and system(s)].

3.13.3 Established need for Respondent's Product(s) and Service(s) [e.g. site(s) and system(s)].

3.13.4 Price. (Percentage off Respondent's published price list(s)).

3.14 POST AWARD MEETING:

The successful Respondent(s) shall be required to attend a post-award meeting with the Library District to discuss the terms and conditions and general management of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.

**ATTACHMENT A
PRICING**

SERIAL 05189-RFP

PRICING SHEET: NIGP 95635, B0604225

BIDDER NAME: _____
VENDOR # : _____
BIDDER ADDRESS: _____
P.O. ADDRESS: _____
BIDDER PHONE #: _____
BIDDER FAX #: _____
COMPANY WEB SITE: _____
COMPANY CONTACT (REP): _____
E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES ____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES ____ NO ____ % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ____ YES ____ NO ____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ____ YES ____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.
BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10	_____
NET 15	_____
NET 20	_____
NET 30	_____
NET 45	_____
NET 60	_____
NET 90	_____
2% 10 DAYS NET 30	_____
1% 10 DAYS NET 30	_____
2% 30 DAYS NET 31	_____
1% 30 DAYS NET 31	_____
5% 30 DAYS NET 31	_____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT
____ MARICOPA COUNTY WEB SITE
____ PRE-SOLICITATION NOTICE (POST CARD)
____ E-MAIL
____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON TWO (2) CD's FORMATTED IN EXCEL '2003. PROPOSALS WILL **NOT** BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR SUBMITTAL. ANY PROPOSAL NOT CONTAINING THE REQUIRED CD MAY BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

ATTACHMENT A PRICING

(NOTE: Prices shall be provided as a percentage off Respondent's published price list. Variable percentage discounts **shall not** be acceptable. County will **only** accept firm percentage discounts.)

1.0 PRICES FOR MARICOPA COUNTY ONLY

ITEM DESCRIPTION	PRICE LIST / CATALOG DATED:	% OFF LIST
1.1 Full-Text Periodicals		%
1.2 Newspapers		%
1.3 Encyclopedias		%
1.4 Health		%
1.5 Business		%
1.6 Homework/Student Support		%
1.7 Literature		%
1.8 Science		%
1.9 Spanish		%

2.0 PRICES STATEWIDE (INCLUDING MARICOPA COUNTY)

ITEM DESCRIPTION	PRICE LIST / CATALOG DATED:	% OFF LIST
2.1 Full-Text Periodicals		%
2.2 Newspapers		%
2.3 Encyclopedias		%
2.4 Health		%
2.5 Business		%
2.6 Homework/Student Support		%
2.7 Literature		%
2.8 Science		%
2.9 Spanish		%

NOTE TO RESPONDENTS: If pricing is based on other than a published price list or catalog, provide the basis, on a separate sheet, on which the percentage discount is applied. The basis, for example, may be a price per population, per library, per registered cardholders or other method. The County is not requesting pricing formulas.

EXAMPLE:

Price Based on Population

10% Discount

Base Price: \$30,000.00

Discounted Price: \$27,000.00

ATTACHMENT "B"

AGREEMENT

The Respondent hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Respondent's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

☐ Disadvantaged Business Enterprise (DBE)
☐ Women-Owned Business Enterprise (WBE)
☐ Minority Business Enterprise (MBE)
☐ Small Business Enterprise (SBE)

FIRM SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

ATTACHMENT “C”

RESPONDENT’S REFERENCES

FIRM SUBMITTING PROPOSAL: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process. Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.

Procurement vendors: Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at VendorReg@mail.maricopa.gov.

EXHIBIT 2

LETTER OF TRANSMITTAL
(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management
320 West Lincoln,
Phoenix, Arizona 85003

Re: Solicitation 05189-RFP

To Whom It May Concern:

(NAME OF COMPANY), hereby submits our response to your Request for Proposal dated December 8, 2005, and agree to perform as proposed in our proposal, if awarded a contract. We shall thereupon be contractually obligated to carry out our responsibilities respecting the services proposed.

Kindly advise, in writing, on or before _____ if you should desire to accept this proposal.

Sincerely,

NAME (please print)

SIGNATURE

TITLE (please print)

SERIAL 05189-RFP
ELECTRONIC DATA BASE PRODUCTS AND SERVICES

PRE-PROPOSAL CONFERENCE QUESTIONS

QUESTION: The RFP that was handed out and that we worked from at the pre-proposal conference on 12/19 does not match exactly to the online RFP. I will use the section reference numbers from the paper copy from the meeting. Will the final RFP be revised to include the changes and should we be working from that final revision?

ANSWER: You should use the document located on our website. There may be some revisions resulting from this addendum, so this is the copy you should use to prepare your proposal.

QUESTION: Section 3.3, PRICE ADJUSTMENTS. What happens to the contract next year if our price enhancements are not approved? Is the contract void, or do we re-enter negotiations?

ANSWER: If there were a great problem with requested price increases, there is a possibility that the County would choose to not renew your contract. Normally, using the process described in this section, pricing is not an issue.

QUESTION: Section 3.6, GENERAL CONTENT. “The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this solicitation but should outline any additional services and their costs if the Respondent deems them necessary to provide the services sought.”

Can you explain what type of services this might refer to? Are you asking for pricing for training? Promotional materials?

ANSWER: Other than data bases/resources, there is not much else the County would want on any resultant contract. Previously, training of library staff on using the databases/electronic resources was included in the proposal price. If it is not included, the cost needs to be identified in order to add it to the proposal cost to be part of the purchase decision.

QUESTION: ATTACHMENT “A”, PRICING. In your online RFP, but not in your printed hand-out RFP at the meeting, there is a final SECTION 2.0 for statewide pricing. Are you asking for pricing for 1). Maricopa County within the Statewide Pricing or 2). Maricopa County not included with the statewide pricing?

ANSWER: The pricing the County wants is for all public libraries in Maricopa County, then Maricopa County and all other public libraries throughout the state.

QUESTION: The current CSA’s don’t list a Biography or History category, but these are currently subscribed to by some of the Maricopa County libraries through our current contract for Biography Resource Center and History Resource Center. These are the only two categories that are not included in the current RFP. Should we leave these out of the response proposal or merely include these as “Outside the CSA” listings?

ANSWER: Respondents should include as Outside the CSA. If they don’t include them in that section, they would not be able to be considered.

QUESTION: Regarding the list of CSA as outlined in Item 2.0/Scope of Services... can you clarify under which category we should classify database products that fall under “social sciences”? The 2.1.8 category is listed as Science/general science.

ANSWER: 2.1.8, Science/General Science is appropriate.

QUESTION: Regarding the Core Subject Area “Full-Text Periodicals” as listed in section 1.1 of Attachment A (Pricing), is this intended to reflect only general reference, or is this designed to include full text periodicals in all subject areas?

ANSWER: This includes all subject areas.

QUESTION: Is it acceptable to provide access to more than one database for a given Core Subject Area? By allowing for this, we will be able to provide the most robust solution possible to address each CDA. For example, for the Core Subject Area “Homework/Student Support”, various databases would be offered to appropriately meet the needs of specific age levels (Elementary, Middle and High School). Our intention would be to further outline which databases would be included for each CSA, and provide appropriate pricing in the detailed pricing section of our response.

ANSWER: Yes.

QUESTION: Can/should a database be listed under more than one CSA?

ANSWER: Yes.

QUESTION: Table 1.3 includes a note under “Central Libraries” that these libraries “Includes the Arizona State Library.? Which subcategories include the Arizona State Library – “Maricopa County”, “Arizona (less Maricopa County)”, or “Total for Arizona”?

ANSWER: The Arizona State Library’s location is included in both, the Maricopa County numbers and the Total for Arizona.

QUESTION: We have noted paragraph 3.9, INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS. May we be provided a contact name and phone number for our courier shipment?

ANSWER: Address courier shipments to the address in paragraph 3.9. Point of contact and phone number are provided on the NOTICE OF SOLICITATION.

QUESTION: Paragraph 3.9 instructs that “Respondents are to provide...two (2) electronic copies on CD-ROM.” Attachment A, page 1 of 2, reads in part: “ALL PRICING SHALL BE SUBMITTED ON TWO (2) CD’s FORMATTED IN EXCEL ‘2003. Specifically what is required for inclusion on each of the two CD-ROMs – the entire proposal, or only the pricing?

ANSWER: The entire proposal is to be submitted on CD-ROM. The County needs the pricing to be submitted in the ‘2003 version of Excel.